

MEMORANDUM

Enclosed are the forms to apply for a state retail alcoholic beverage license. An applicant may receive a 30-day temporary authorization to begin engaging in the retail sale of alcoholic beverages when the following minimum requirements have been received:

1. A completed application for a state retail alcoholic beverage license.
 - a. The same person(s) whose name(s) appear on the first line of the application must also sign the application (being sure to have their signature(s) notarized).
 - b. In the case of organizations, the manager (listed on the application), a corporate officer, a governor, or an individual partner (listed on the application) may complete and sign the application on behalf of the organization.
2. Copies of city or county licenses.
 - a. If the business is owned and operated individually, the local alcoholic beverage license(s) issued from the city, county, or federally recognized Indian tribe must be issued in the name of all individuals applying (husband and wife or all individuals in a partnership).
 - b. If business is owned and operated by an organization, the local alcoholic beverage license(s) issued from the city, county, or federally recognized Indian tribe must be issued in the legal name of the organization.
3. A clear and understandable diagram of the floor plan of the building (see application form). Be certain to **use a different color** to outline the area to be used for the sale and/or dispensing (i.e. "licensed premises") of alcoholic beverages.
4. Personal information forms must be completed by all individual applicants and the manager, or if an organization, all officers, directors, partners, members, governors, etc. and the manager.
5. All documents must be signed and notarized, when applicable.
6. Include the appropriate license fee (see the schedule included with the application).
 - a. Once the application is received by our office, further fees may be assessed for individuals requiring an out of state background investigation. (If any such fees are required, the specific individual or the applicant will be notified by our office.)

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An application will be considered complete and a permanent license issued when the following items have been completed. These items may be completed and submitted within the 30-day temporary authorization period discussed above:

7. If applicable, provide a copy of written consent from the board of township supervisors. The written consent applies if “county” licenses are issued and the township is “organized”.
8. If the applicant is an organization, provide a copy of the corporate certificate or certificate of organization or in the case of a partnership, a copy of the partnership registration issued by the North Dakota Secretary of State’s office.
9. If applicable, for all applicants (both individual or organizations), provide a copy of the certificate of trade name registration issued from the North Dakota Secretary of State’s office.
10. If you are buying the premises, submit a copy of your purchase agreement; if you are leasing the premises, a copy of your lease agreement; or if you own the premises, a copy of your deed to the property.
11. A copy of a recent fire safety inspection report (“recent” is considered to be within the last 4 months).
 - a. For this inspection, contact your local fire department. If they are unable to do the inspection, please contact the Licensing Section at (701) 328-2329 and we will coordinate the inspection with the State Fire Marshal’s office.
12. A copy of a recent local or state sanitation inspection report. Sanitation reports are waived if a business is strictly an off-sale establishment.
 - a. The State Department of Health and Consolidated Laboratories **MUST** be contacted even if you have a recent inspection report. The Division of Food and Lodging’s toll-free number is 1-800-472-2927.

The 30-day temporary authorization will not be issued the same day that the required information is received in our office. Failure to include any of the items required for temporary authorization will delay processing your application. You may not legally engage in the retail sale of alcoholic beverages until all of the minimum required items noted on the first page of this memorandum have been received in this office AND authorization has been given. We urge you to apply early.

If you need assistance completing the forms or have questions regarding the licensing process, you may contact the Licensing Section at (701) 328-2329. If you need to send a fax to the Licensing Section, please fax directly to Coleen Olson or Missy Tesky at (701) 328-3535.

Enclosures